

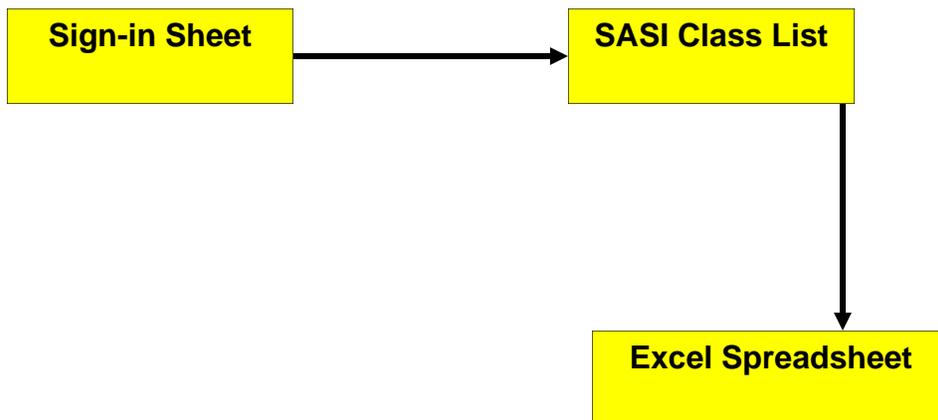
## Parent Involvement Tracking Kit

The following kit is a way to begin tracking parent involvement at your school. The majority of the tools were developed by staff at Alice Maxwell Elementary School and added to by the Evaluators for the Parent Information & Resource Center Grant under the Education Collaborative.

The data collected can be used to refine parent involvement practices at your school site, share best practices amongst teacher for encouraging parents to attend family learning nights and target specific families to attend upcoming events.

The following examples are merely samples and do not represent true data from a school. Student names and information have been blocked to protect the privacy of our students.

The basic outline of the flow of data is as follows:



We hope this information is helpful in analyzing your parent involvement activities and streamlining efforts to encourage parents to participate in your learning nights.



01/18/05  
13:09

[REDACTED] ELEMENTARY  
SPECIAL CLASS LISTS

Section: 0010

Period: 00 Course: FIRST GRADE

Back to School  
Math Night  
Book Fair  
Teacher: HILL  
Reading Night  
Conference  
STU43  
Page 1  
total

Student Name	Student ID	Gen	Grd	Birthdate	Comments	Back to School	Math Night	Book Fair	Reading Night	Conference	total
[REDACTED]	[REDACTED]	F	01	[REDACTED]							2
[REDACTED]	[REDACTED]	M	01	[REDACTED]							3
[REDACTED]	[REDACTED]	F	01	[REDACTED]							1
[REDACTED]	[REDACTED]	M	01	[REDACTED]							4
[REDACTED]	[REDACTED]	F	01	[REDACTED]							0
[REDACTED]	[REDACTED]	M	01	[REDACTED]							5
[REDACTED]	[REDACTED]	F	01	[REDACTED]							2
[REDACTED]	[REDACTED]	M	01	[REDACTED]							1
[REDACTED]	[REDACTED]	M	01	02/11/08							3
[REDACTED]	[REDACTED]	M	01	[REDACTED]							2
[REDACTED]	[REDACTED]	F	01	[REDACTED]							2
[REDACTED]	[REDACTED]	M	01	[REDACTED]							2
[REDACTED]	[REDACTED]	M	01	[REDACTED]							2
[REDACTED]	[REDACTED]	F	01	[REDACTED]							1
[REDACTED]	[REDACTED]	M	01	[REDACTED]							3
[REDACTED]	[REDACTED]	F	01	[REDACTED]							3
[REDACTED]	[REDACTED]	M	01	[REDACTED]							3

Sample Tally Sheet

- Using Sign In Sheets from events, mark families attendance at events
- To print class lists from SasiXP
  - Student Menu
  - Student pull down
  - Special Class List (STU 43)
  - Enter section numbers for specific class lists. or just click print for school wide by class





### Parent Contacts

Date: \_\_\_/\_\_\_/\_\_\_      Contact was initiated by: PIF –or- Parent

Contact was:    Phone call      Home visit      School      Other: \_\_\_\_\_

Contact Code: \_\_\_\_\_ Comments: \_\_\_\_\_

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### Parent Contacts

Please use the following codes for each parent contact made:

Code	Question Categories
AQ	Academic questions
RC	Report Card
NM	“New” Math
T	Testing
DB	Discipline/behavior of child
SPP	School policies and procedures
DPP	District policies and procedures
NCLB	No Child Left Behind
AYP	Adequate Yearly Progress
TAYP	Testing--Related to AYP
SC	School Choice
SES	Supplemental Educational Services
RP	Resources for Parents
AT	Access to technology
BFN	Basic family needs (clothes, shelter)
ESL	ESL Classes
CC	Child Care
Vol	Volunteering at school
O	Other:

- Click on the first gray “cell” that currently says “Type Event Name Here.” Simply Type the name of your first event. For example: Family Reading Night, Math Games, etc.

When you are finished it should look similar to this....

Teacher's Name	Enroll	Grade	Family Reading Night	Math Games	Type Event Name Here	Type Event Name Here
James, Patricia	32	5				
King, George	23	4				
Kline, Patsy	16	K				

Definition of Events:

***Only track events that directly affect academics!!*** For example.....do not track events such as a Multicultural Night with food, music and entertainment, or other similar events that are simply parties.

Track the events that help parents to help their children learn at home. Examples of such events are: Math Games, Family Literacy, Poetry Night, Science Fair. You can also track events that bring parents to the school to meet their child’s teacher and create better communication between home and school. Examples of such events are: Moms and Muffins or Dads and Donuts. ***If you are not sure whether or not you should track an event, track it anyway!***

- Enter the total number of students that attended the event from your Class list (printed out from SASI) into the Excel Spreadsheet. If no one from that class attended the event, enter a 0.

When you are finished it should look similar to this....

Teacher's Name	Enroll	Grade	Family Reading Night	Math Games	Type Event Name Here	Type Event Name Here
James, Patricia	32	5	20			
King, George	23	4	3			
Kline, Patsy	16	K	0			

- Continue to do this after each event. The total number of students in the last column of the spreadsheet and the last row will automatically update as you enter these numbers.
- If you have an event that only affects certain grades, such as a 3<sup>rd</sup> grade reading night, you should take that into consideration when analyzing the attendance totals.

Please contact D’Lisa at 353-5533 or [dcrain@washoe.k12.nv.us](mailto:dcrain@washoe.k12.nv.us) for assistance with the Excel spreadsheet.

## **Now that I have this data recorded. What should I do with it?**

There are many ways to look at the information you've collected. Here are just a few of things you might do with your spreadsheet to help improve parent involvement at your school.

- Look at the totals on the far right hand side of the spreadsheet. Which teachers had the highest percentage of families attend the event? Which teachers didn't have any families attend the event?
  - Talk to the teachers that had high attendance. What did they do to encourage their families or students to attend?
  - Share these successful ideas with the rest of your staff at a staff meeting or by personally talking to all teachers.
  - Post a sign in the teacher's lounge or have a contest amongst teachers to see who has the highest attendance at the next school wide event. Include some ideas on the sign of how to encourage attendance at the next event.
  
- Look at the totals at the bottom of your spreadsheet. Which events were successful? Which events had low attendance?
  - Ask yourself these questions when planning the next school event or the same event next school year.
    - Did I advertise the event more than once? (i.e. newsletter and separate flyer)
    - Were personal invitations extended to parents or did you make phone calls.
    - Was the flyer sent home in language that is easy to understand (i.e. literacy levels, translation)?
    - Did the flyer make the event sound like it would be fun or just another 'learning night'? For example: Did you use the words fun, food, prizes, etc. or was it written in a letter format.
    - Was it at a good time?
    - Did you provide food?

***If your attendance was high, congratulations! Keep doing more of the same. If your attendance was low, maybe some of the questions above will help you to find the key to high attendance at your school.***

- Use the information in your class sheets to target specific families.
  - Is there a family that attends a majority of the events? Ask them what motivates them to come?
  - Is there a family that didn't attend events and now comes regularly? Talk to them about what changed.
  - Is there a family that hasn't come at all? Make a personal phone call to invite them or have a conversation about some of the barriers they might be facing (i.e. transportation, time of event, childcare, etc.)
  
- Use the information in your class sheets to remind families of your incentive program (see example letter) or simply send a letter home thanking the family for attending the event.